

CAPITAL COMMUNITY COLLEGE
JOB OPPORTUNITY
Educational Assistant
Website Project Manager
12 Month, Special Appointment, 17 hours a week, Part-Time
Position is durational ending July 30, 2014

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: 17 hours a week
Salary: \$26.19 hourly rate
Closing Date: Letter of application must be postmarked no later than January 24, 2014.

**General Knowledge,
Skills and Ability:**

A Bachelor's degree in a related field and evidence of project management or successful long term project completion experience. Must have excellent communication skills, strong attention to detail, work effectively in leading and directing committees/groups, manage multiple tasks and must work with deadlines in order to ensure successful project completion.

General Experience:

The incumbent will be required to configure and develop in conjunction with the consultant, the college website. Direct all third party vendors in website formation and ensure consultant contractual requirements are fulfilled. Attend all consultant project meetings as well as establish consultant meetings when necessary in order to ensure precise direction and progression of the website project. Understand the purpose and vision of the website and communicate the purpose to all involved parties. Ensure that the website committee stays on task and that the committee maintains the brand, scheme and marketing strategy throughout all phases of the project. Organize all of the pieces of the website into a coherent whole. Develop a clear web architecture that can grow over time; unify all of the disparate elements and act as a single contact for all issues. Communicate concerns and delays to be resolved within the college management team. Lead individuals and groups in order to gather input, collect, organize, edit and produce web content. Schedule and chair website committee meetings and keep group on schedule with website project timeline; provide biweekly updates to management team on project status.

Substitution Allowed:

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103
Email: CA-HRApplc@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.